

HOUSING FIN PARAPROFESS

\$ 16.50-\$ 22.27 hourly, \$ 34,452-\$ 46,500 annually

Date Posted: 10/07/2011

Closing Date: 10/17/2011

Position End Date: 11/01/2012

Hiring Agency: Housing Finance Agency

Location: St. Paul

Who May Apply: **Open to all qualified job seekers**

Posting Number: 11HFA000021

Employment Conditions: Temporary, Full-time

Work Shift: Day Shift

Days of Work: Monday-Friday , 08:00 AM-04:30 PM

Travel Required: no

Job Grouping: Finance Regulatory Econ Development

Classified Status: Classified

Job Description: Accurately process Tenant Rental Assistance Certification System (TRACS) files on Section 8 project based rental assistance contracts within the Traditional Contract Administration (TCA) and Performance Based Contract Administration (PBCA) portfolios within the required timeframe.

Review, analyze and troubleshoot all owner-submitted data for corrections in TRACS to assist property owners with Enterprise Income Verification (EIV)/Rental Housing Income Integrity Program (RHIIP) errors.

Create and submit all tenant data files, HAP data files and track the necessary submission of late Housing Assistance Payment (HAP) files due to NO TRACS/NO PAY issues throughout the month.

Authorize timely disbursements of payments to owners so that maximum administrative fees are earned, and owners are not at risk of losing adequate operating subsidy or at risk of default on financial obligations.

Provide training and technical assistance to property owners and managers on changes to the program reporting requirements for TRACS so they can continue to receive

appropriate payments and not risk inadequate operating subsidy or default.

Protect sensitive Section 8 and housing data in accordance with state laws and federal HUD requirements.

Manage the HUD-mandated electronic data collection of tenant income in order to validate tenant Section 8 program eligibility and correct Section 8 rent subsidy and special claims.

Work with Agency accounting and administrative staff to expedite the flow of communications, forms, and financial information between the Agency and lending institutions.

Review financial analysis forms and other supportive data to ensure completeness and accuracy and notify appropriate staff when development proposals satisfy Agency requirements.

Correspond with appropriate entities to effect required changes. Process requests for federal subsidy rental assistance payments from HUD.

Minimum Qualifications: 2 year degree and/or 3 years experience with a rental housing management firm, bank, mortgage company, or title company, HFA, lending institution, accounting firm performing loan processing, disbursement of payments, and/or lending customer service.

Functional experience: Customer service, data analysis, problem solving, recurring high volume workload

Software/Hardware experience: MS Office (2007)

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

Preferred Qualifications: Experience working with the HUD Section 8 Project Based rental assistance program, and experience working with a HUD Section 8 Project Based Contract Administrator.

Working knowledge of complex HUD regulations and requirements outlined in HUD handbooks.

Knowledge of Section 8 programs and TRACS (Tenant Rental Assistance Certification System).

Problem solving skills sufficient to anticipate work needs and plan for them, and to formulate and weigh alternative solutions and see consequences and effects.

Selection Process: The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

How to Apply: Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. For additional information about the State's selection process, go to <<http://www.careers.state.mn.us/job-tip>>.

Contact for More Information: Doug Grout, 651-284-3177 douglas.grout@state.mn.us.